



Quick Start Guide

Montana Smarter Balanced

Administration and Registration Tools (ART)

March 2015

This *Quick Start Guide for the Administration and Registration Tools (ART)* application provides instructions for key tasks within the application. Depending upon your user role, you can:

- Manage user accounts and user roles.
- Manage student registration information for assessments, including accommodation information.
- Manage assessments and test administration.
- Generate reports for proctor and student schedules, and student participation status.

This quick start guide covers the basic information for the ART application. For more complete information, see the *Administration and Registration Tools (ART) User Guide*. You can find this user guide and many others in the **Links and Tips** column of the portal.

This guide covers:

- [User Roles](#)
- [Help Desk contact information](#)
- [Technical Requirements](#)
- [Workflow](#)
- [Log In](#)
- [Component Descriptions](#)

User Roles and Access

All Smarter Balanced users are associated with an entity, such as a school, district or state. ART uses a role-specific design to provide access to features based on the user's association to an entity and their designated role. The features that are available to you are determined by your user role. See the *ART User Guide* for detailed information about the standard user roles and permissions.

Permissions	School Coordinator	System Test (District) Coordinator	Edit Accommodations	Test Admin	Interim Test Admin
Accommodations Modify		✓	✓	✓	✓
Accommodations Read	✓	✓	✓	✓	✓
Accommodations Upload		✓	✓		
Assessment Read	✓	✓	✓		
Eligibility Upload		✓			

Permissions	School Coordinator	System Test (District) Coordinator	Edit Accommodations	Test Admin	Interim Test Admin
Entity Modify					
Entity Read					
Entity Upload					
Student Modify					
Student Read	✓	✓	✓	✓	✓
Student Upload					
StudentGroup Modify	✓	✓		✓	✓
StudentGroup Read	✓	✓	✓	✓	✓
StudentGroup Upload	✓	✓			
Template Download	✓	✓	✓		
User Modify	✓	✓			
User Profile Modify				✓	✓
User Read	✓	✓		✓	✓
User Upload	✓	✓			

Help Desk

For additional questions relating to test administration, contact the Montana Service Center at montanahelpdesk@measuredprogress.org or toll-free at 888-792-2741.

Technical Requirements

To access and use ART, you will need:

- A computer with a supported Internet browser and a high-speed Internet connection such as DSL, cable, or Local Area Network (LAN). (Direct dial-up connections are not recommended).
- JavaScript enabled.
- Pop-up blockers disabled.

For more information about supported browsers, necessary software and settings, consult the [Technical Specifications Manual](#).

ART Work Flow

ART is used during all phases of testing, to prepare for the assessments and student registrations, and during and after the test. Note that during a test, student information must be updated in ART, not in the Test Administration application. The features that are available to you are determined by your user role. See the *Art User Guide* for detailed information about the standard user roles and permissions.

Before the test use ART to:

- Establish or update user accounts.
- Set up accessibility resources for students as required.

During testing, you can:

- Update accessibility resources as necessary.
- Update user accounts as needed.
- View reports to monitor students' progress in or completion of assessments.
- Manage assessments and test administrations.

After testing you can:

- Ensure that all students who should have tested have done so.

This guide lists many of the tasks that can be performed in the ART system. The features that are available to you are determined by your user role. See the *ART User Guide* for detailed information about the standard user roles and permissions.

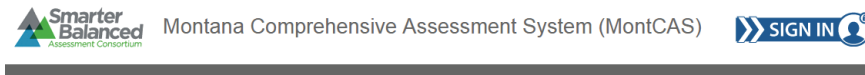
Accessing ART

- You must have an authorized user name and password in order to log in to ART. If you did not receive an email with a user name and password, consult the Montana Service Desk for assistance.
- You can use the same user name and password to access all other Smarter Balanced online systems to which you have access, except for the Smarter Balanced Digital Library.
- The features available to you on the home screen may vary, depending upon your user role.

Important: Open only one ART browser tab or window at one time. Changes made in one tab or window may overwrite changes made in another, resulting in loss of data.

To log in:

1. Go to the portal at <https://mtsmarter.measuredprogress.org>.



Links and Tips

► Bookmark this page or put a shortcut on your desktop for faster access to the page!

► To access documentation including Training Materials and the Administration Manual, click [here](#).

► To download secure browsers, click [here](#).

Welcome to the Montana Comprehensive Assessment System (MontCAS) Portal page



The secure browsers for mobile devices are now available for download! Click [here](#) to access the secure browser page!

Working with Measured Progress, Montana educators and the [Office of Public Instruction \(OPI\)](#) have developed criterion-referenced tests (CRT) in reading, mathematics, and science. These assessments are a piece of Montana's Comprehensive Assessment System (MontCAS), which has been designed to provide parents and teachers valid, useful information to help all students succeed.

MontCAS' goal is to provide the necessary support and training that test administrators and their teams need to successfully administer the Smarter Balanced Assessment (SBA) in addition to all other statewide assessments.

Please visit <http://opi.mt.gov/curriculum/MontCAS/> for more information on other Montana assessments.

Click [here](#) to take the Smarter Balanced Practice Test!

This important 'dress rehearsal' test creates an opportunity for teachers, parents, and students to test drive a sample Smarter Balanced test. It also encourages professional development activities, and promotes discussions within the learning community.

NOTE: The Practice Test can be taken at your convenience, at any time, on any Internet-connected computer using a current Web browser, including Mozilla Firefox, Google Chrome, Microsoft Internet Explorer 10, or Apple Safari.

2. Click Sign In.

The Please Log In window opens.

Please Log In

Enter your username and password to log into the Smarter Balanced applications. After you log in, you will automatically be directed to the application you selected.



Montana Service Desk Information:

Phone: 1.888.792.2741

Email: Montanahelpdesk@measuredprogress.org

When you log in for the first time, you are directed to change your password.

3. Enter your *Username* and the temporary *Password* that was mailed to you.

The password reset window opens.

Please Log In

Enter your username and password to log into the Smarter Balanced applications. After you log in, you will automatically be directed to the application you selected.

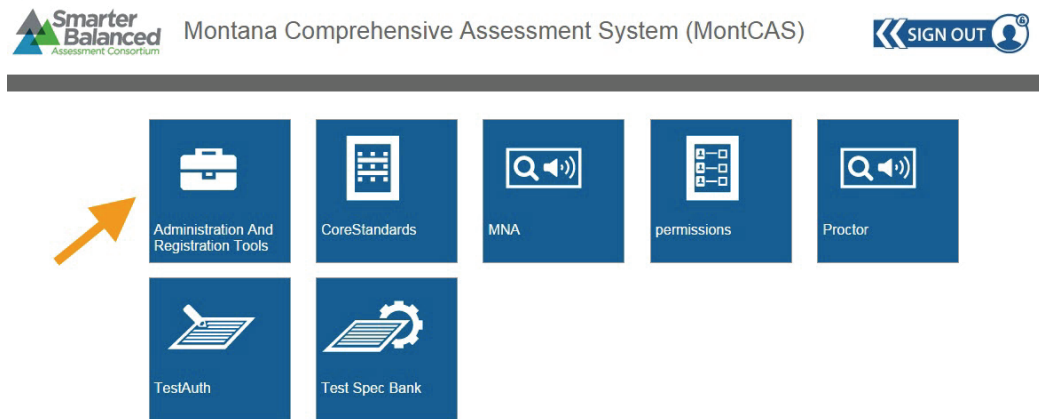
4. In the field **Old Password**, enter the temporary *Password* that was e-mailed to you when your user account was created.
5. Enter a new *Password* in the **New Password** field.
6. Re-enter the new *Password* in the **Confirm Password** field and click **Submit**.

The MontCAS applications page opens.

If you have already activated your user account:

1. Navigate to <https://mtsmarter.measuredprogress.org>.
2. Click **Sign In**.
3. At the **Please Log In** window, enter your *Username* and *Password* and click **Log In**.

The MontCAS applications page opens.



To launch ART, click **Administration and Registration Tools**.

The **ART Home Screen** opens.

To exit the applications page:

1. Log out of ART by clicking **Logout**.
2. On the applications page, click **Sign Out**.

The ART Home Page

ART Banner



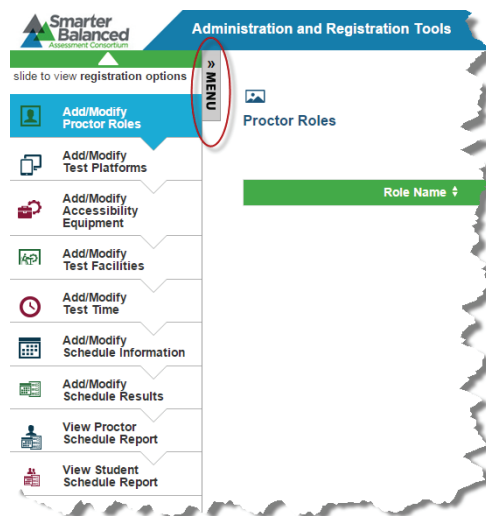
The ART banner displays the following information and links:

- **Smarter Balanced logo:** Click to return to the home screen at any time.

- **Resources:** Click to access the *Download Templates* feature.
- **Logged in as:** Your user name.
- **Tenant:** Yue state associated with your login.
- **Logout:** Click to log out of the site.

Left Navigation Menu

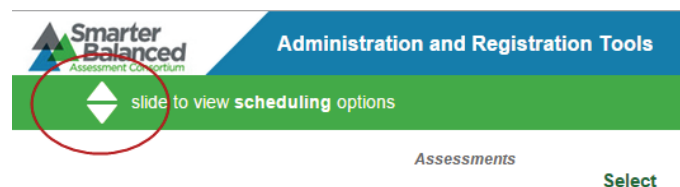
When you click on a task icon on the Home Page, the **Left Navigation Menu** opens and the screen on the right shows the associated user interface.



- Navigate between tasks by clicking on any of the tabs in the navigation menu.
- To close or open the navigation menu, click the vertical **Menu** button.

The Registration and Test Administration (Scheduling) Pages

The ART Home page consists of two parts: the **Registration** window and the **Test Administration** window. By default, the Home screen displays the registration tasks. To switch between areas, click the arrows (circled below) on the task bar.



The Home page navigation is arranged in workflows. Features are presented in related groups, with the buttons laid out in the order in which the associated tasks will usually be performed. The arrow (→) symbols indicate precedence. You must complete the task(s) to the left of an arrow before completing the task to the right, such as adding district data before adding institutional data.

Registration Page

The Registration window is divided into two areas: **Assessments** tasks and **Registration** tasks.



Assessment Tasks

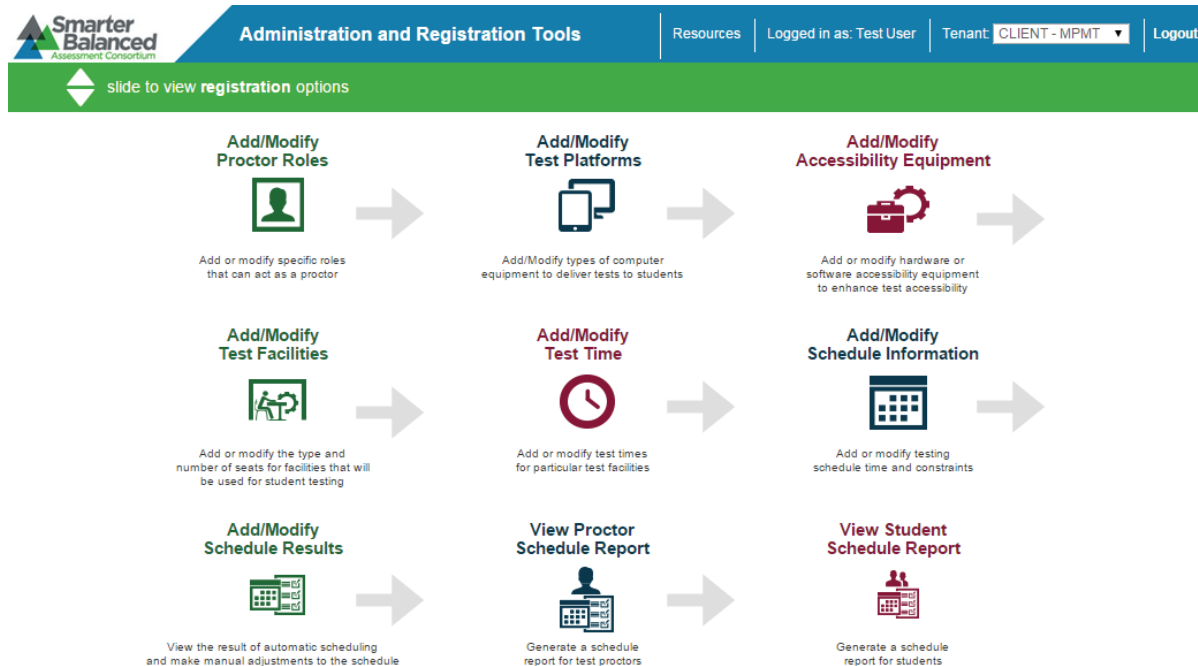
- **Select Assessments:** This task is done by Measured Progress to assign the tests to the students based on their eligibility (by grade and school). Once in the student interface, they will see their available tests.
- **Add/Modify Assessment Information:** This task is done by Measured Progress to assign the tests to the students based on their eligibility (by grade and school). Once in the student interface, they will see their available tests.
- **View Participation Reports:** These reports provide information about students' testing statuses at various entity levels. There are two types of Participation Reports: Summary reports and Details reports.

Registration Tasks

- **Upload Institutions, Users and Students:** Uploads bulk data for institutions, users and students.
- **Create/Modify Institutions or Students or Users:** Allows users to enter institutions, users and students on an individual basis, and modify records.
- **Add Student Accessibility Resources:** Allows the selection of accessibility features for a student.
- **Edit a Student Record:** Permits user to search for a student record, edits should be completed in AIM, not ART.
- **Create/Modify User:** Creates new user accounts and manages existing user accounts within their hierarchy of entities.

- **User Search:** The User Search screen enables you to search for and manage an existing user account or create a new user account.
- **Student Eligibility and Groups:** Helps you manage assessments by uploading or creating explicit groups.

Test Administration (Scheduling) Page



During testing, you can use ART to:

- Update user accounts as needed.
- View reports to monitor students' progress in or completion of assessments.
- Manage assessments and test administrations.

Scheduling

Test schedules in ART provide information about the proctor, testing equipment, facility, and date details to the Test Administrator Interface. ART automatically creates schedules based on the entered details. The basic workflow for creating test schedules is:

- **Add proctor roles:** This is configured ahead of time, test administrator have the proctor role automatically.
- **Add test platforms:** After adding proctors to ART, you must specify the testing equipment that you will use to administer tests. You must enter a record for each type of testing platform, but not for each individual platform.
- **Add accessibility equipment:** You must specify the accessibility equipment that you will use to administer tests. You must enter a record for each accessibility equipment model, but not for each individual device.

- **Add facilities:** You must specify the facilities that you will use to administer tests. You must enter a record type of facility and specify the number of seats and type of equipment available in that facility.
- **Add testing times:** Specify the days and times that each facility is available. When you add a new facility availability record you can also specify assessment, subject, and grade affinities for each testing slot.
- **Automatically create test schedule:** Create the assessment administration schedules using the schedule tool in ART. This tool automatically places proctors and students in the specified facility time slots based on the information entered up to this point.
- **Manually modify test schedule:** Although schedules are created automatically, you can also edit them manually via the Add/Modify Schedule Results screen.

Reports in ART

- **Participation Details Reports** provide the test status information for individual students within an institution. These reports are only available at the institution level. These reports display one row of information for each student for each eligible test.
- **View Proctor Schedule Reports** provide information about the schedules for a selected institution's proctors during a specified time period. In order to generate a Proctor Schedule Report, you must first create a schedule in ART. These reports are only available at the institution level.
- **View Student Schedule Reports** provide information about the testing schedules for a selected institution's students during a specified time period. In order to generate a Student Schedule Report, you must first create a schedule in ART. These reports are only available at the institution level.

Detailed instructions for these features can be found in the *ART User Guide* under TEST ADMINISTRATION TASKS.

Incident Reports

The System Test Coordinator must report all test security incidents on the MontCAS Online Reporting System. If an incident qualifies, OPI will submit an appeal to reset, reopen, invalidate, or restore an individual student assessment. In such event, the System Test Coordinator will receive an email from OPI indicating the action that was taken.

Please see the Test Administration Manual for more Details.